

SANREM CRSP

Subaward Budget Instructions

Which Budget Form to Use

The SANREM CRSP subaward policy is designed to maximize the amount of funding going to host country organizations.

Option 1: Lead institutions who waive indirect costs on subawards to host country organizations may administer the host country organization subawards and the subawards with indirect costs to other participating US partners and IARCs. In this case, the lead institution should complete **Budget Form 1**. On the Budget Detail worksheet in this format, the subaward totals appear before the tuition section and indirect costs are calculated for the lead institution on the first \$25,000 of each US or international partner subaward. Note that no indirect for the lead institution is calculated for Host Country subawards.

Option 2: If the lead institution is unable to waive host country organization indirect costs, then the ME will manage subawards for the host country institutions, US partners, and IARCs for the lead institution. In this case, the lead institution will complete **Budget Form 2**. On the Budget Detail worksheet in this format, US and Host Country subaward totals appear at the bottom of the page and no indirect costs are calculated for the lead institution. The lead institution will be responsible for managing the programmatic components of the project and will assist the ME in establishing contractual relations with a subawardee in each host country.

Whether Option 1 or Option 2 is selected, the following instructions apply to the corresponding Budget Form. *Formulas used in these workbooks are to facilitate accurate budget completion. Changing formulas will result in inaccuracies, delays in processing, and possible disqualification.*

General Instructions

The budget forms are Excel spreadsheets that use standard budget categories and a base rate and the number of units for each line item. For consistency, this format must be used for all budgets submitted. The forms are in the Excel Template format (.xlt) to preserve their integrity. Once you open the template, you should save the form under another filename - it will automatically save as a standard Excel file (.xls). You should keep the original templates as separate files, blank and intact, for future use, in case you have problems with your working copy. Please submit the budget with a filename that includes your institution's name, abbreviation, or acronym in the filename (for example, *OSU_budg_SANREM_RFA.xls*).

You only need to complete or modify the yellow, white or brown cells. The green and blue cells contain formulas, which should not be overwritten or tampered with.

The escalation factor (Esc Factor, column C on the spreadsheet) is incorporated in the formulas for the dollar amounts for each year. Budgeted amounts must be reasonable and not exceed

established institutional policy. Please provide budgets for each year of the proposed activity. Since SANREM CRSP funding comes annually from USAID, budgets must be presented according to the federal budget year, October 1 through September 30.

A detailed budget narrative using the categories listed below must be included. The budget narrative justifies each cost as appropriate and necessary for the successful completion of the activity. The narrative must provide a clear explanation of each cost for each budget period. An MS Word template for the budget narrative is available at: http://www.oired.vt.edu/sanremcrsp/Budget_Narrative_Form.doc.

The federal regulations, 22 CFR 226, concerning USAID financial management guiding implementation of the SANREM CRSP can be found at: http://www.access.gpo.gov/nara/cfr/waisidx_04/22cfr226_04.html

Personnel

This category includes the salaries and wages of each long-term and short-term paid position for the total estimated life-of-project. Student wages and graduate student assistantships, as appropriate, should be included. List personnel by position and, if available, name of employee.

Fringe Benefits

This category includes the amount and percentage of fringe benefits for personnel identified above. The names input in the Personnel section are automatically linked to a row in the fringe section. If, for some reason, an employee is not charged any fringe, please note this in your budget narrative.

Travel

This category includes all projected travel, per diem and other travel-related costs. Include in the budget narrative the method by which airfare costs were determined; i.e. quotes for coach rates and if per diems are based on established policies. Some representative travel detail line items are included. These should be modified to match your expected travel line items.

Equipment

In accordance with 22 CFR 226, “equipment” is defined as “tangible, non-expendable, personal property, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit”. You may adopt a narrower definition and dollar threshold than this, depending on your institution’s policies, but you cannot use a broader definition. Virginia Tech uses an acquisition cost of \$2000 or more per unit. All equipment purchased must contain at least 50% US componentry to comply with federal guidelines.

Information should be included in the budget narrative on how pricing was determined for each piece of equipment.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used

equipment and fertilizer with USAID project funds. Applicants may obtain additional information on these regulations on the USAID Web Site at <http://www.usaid.gov/pubs/ads>.

Supplies

In accordance with 22 CFR 226, “supplies” are defined as “all personal property excluding equipment, intangible property, debt instruments and interventions”.

Contractual Services

This category is for services contracted by the institution, other than the subcontractors you will be working with on this proposal. These include services provided to the project (such as postage, courier, faxing and copying, printing, and telecommunications, for example) and any short- or long-term consultant costs.

Subawards

All subawards with US institutions and host countries must be detailed on a separate worksheet for each subcontract with a line item budget. The totals by year for each subcontract will roll up onto the main Budget Detail pages on both forms. (These worksheets are included in the workbook file with tabs such as US subaward-1, US subaward-2, Host Country subaward-1, HC subaward-2, etc.)

Tuition

Any tuition costs for proposed graduate students should be included here. As stated previously, assistantships or stipends would be included in the personnel portion of the budget.

Other Direct Costs

Applicants are to identify all costs associated with training of project personnel. An additional budget table in the format of the main budget table may be added if necessary to show the appropriate detail.

Applicants planning to use USAID funds to send project staff or local counterparts for training in the U.S. or a country other than the host country, will be required to follow the guidance on USAID Participant Training Regulations, which may be found on the USAID website: <http://www.usaid.gov/policy/ads/200/253.pdf>

The applicant should provide information on any costs attributed to the project not detailed in any other category above - for example: repair, maintenance, insurance, and honoraria.

Indirect Charges (Overhead)

For all applications, indirect costs are limited to the lesser of federally negotiated off-campus research rates or 30.0 percent of modified total direct costs for U.S. universities, international centers, and non-host country institutions. Host country institutions may charge an administrative fee limited to a maximum of 10.0 percent. No indirect costs or administrative fees are allowed on equipment and student tuition. ***Applications with indirect costs exceeding 30.0% will not be evaluated.***

Include copies of current negotiated indirect cost rate agreements (NICRAs) from the cognizant

audit agencies showing the overhead and/or general and administrative rates for all US partners, as applicable. In the absence of a NICRA, all costs must be charged as direct costs. In the budget narrative, define the indirect rate (both percentage and dollar maximum) that is to be taken on non-host country subawards. No overhead is to be taken on subawards to host country institutions.

Cost Sharing

Cost sharing is required for this RFA and may include, but is not limited to: 1) faculty participation in providing technical direction and management of the CRSP; 2) in-kind contribution(s); and 3) other cost sharing arrangements. The cost share must consist of **non-federally funded contributions that meet all the criteria detailed in 22 CFR 226.23** and discussed in detail within the budget narrative. The cost-sharing requirement for CRSPs is **25%** of non-exempted USAID funds as described in the CRSP Guidelines <*website address*>. Cost share must be calculated at 25% per budget period. *Cost share is not required on the host country organization portions of the budgets.* A separate worksheet in the workbook (the last tab on the far right) is provided for cost sharing.

Form 424a

Key sections of the modified USAID Form 424A are linked to the Main Budget Detail sheet and the Cost Sharing Detail Sheet. This form provides a budget summary in the required format. You only need to enter information in the yellow cells on this sheet.